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STANDING ORDERS

OF THE

CIVIL SERVICE RIFLE REGIMENT.

(As adopted at a meeting of the Officers, held at Ottawa, on the 26th October, 1866.)

Acc. No. 34183.

OTTAWA:

PRINTED BY G. E. DESBARATS.

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(*Extract from Volunteer Militia Act, 27 Vict. cap.* 3)

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24 "Any Corps of Volunteers may make, agree upon and enter into, such articles, rules and regulations for the discipline and good management of the same as they may think proper, to be sanctioned by the Officer Commanding such Corps and to be by him transmitted for the approval of the Commander in Chief; and any such articles, rules and regulations, in so far as they are not inconsistent with this Act, shall, when so approved, but not before, be enforced, and the penalties which may be thereby imposed shall, whenever they are incurred, be recoverable in the manner mentioned in any of the sections of *An Act respecting the Militia* incorporated with this Act, by the Officer designated for that purpose in such rules and regulations, to such uses as may be therein directed."

STANDING ORDERS

OF THE

Civil Service Rifle

REGIMENT.

(As adopted at a meeting of the Officers, held at Ottawa, on the 26th October, 1866.)

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1. The Badge and Device of the Regiment, to be worn on the appointments of Officers, non Commissioned Officers and men, will be :—

The Union Jack, surrounded by the Garter with maple leaf in the centre and the words "Civil Service Rifle Regiment" on the Garter, to be surmounted by the Crown. The Ornaments for Officers to be in Bronze, the Breast-plate letters and tendrils of leaf, only, to be burnished. For non Commissioned Officers, Ornaments to be all Bronze.

Uniforms.

2. Each Officer on appointment will at once provide himself with a full and undress suit, as

also a suit of Winter Uniform of the pattern adopted by the Regiment, viz:

Full dress to be the same pattern, as lately worn by late Civil Service Rifle Corps, viz:

Tunic of Black Cloth with red facings and braided according to rank, Trowsers, of Black Doeskin, with inch braid on the sides piped with red.

Undress Uniform—

Winter Uniform,—Patrol Jacket, with fur, according to the 60th Rifles Pattern.

Forage Caps, winter, Black Lamb-skin, without peak, cloth-top braided, with button in centre. Summer Forage Cap, same as lately worn by late Civil Service Rifle Corps, without peak, viz:—Black Cloth, inch braid round, with tracing-braid top and bottom, top to be braided, with button in centre.

Officers.

3. *The Lieutenant Colonel* will, when present, command, and preside over all meetings of Officers when assembled. He will *ex officio* be a member of all Committees that may be appointed. To him all reports must be made, and through him must pass all correspondence of a public nature, connected with the duties or business of the Battalion.

4. *The Majors*, in the absence of the Lieutenant

Colonel, will assume, according to seniority, the command of the Regiment, and perform such duties as may be required of them, in accordance with Law, and the Standing Orders of the Regiment. They must at all times be prepared to render the Lieutenant Colonel such assistance as he may need in the discharge of his duties, and the maintenance of discipline and good order in the Regiment.

5. *The Captain* of each Company will have sole charge of the Company under his command, for the discipline and good order of which he will be held strictly responsible to the Officer Commanding. To assist him in Company matters he will command the aid of his Subaltern Officers, who must render him all necessary assistance, whenever required to do so.

6. *The Adjutant* will be under the immediate control of the Commanding Officer to whom alone he will be responsible for the due performance of his duties. These being of a complicated and onerous nature, will demand from him a large amount of care and diligence. He will have oversight of all duties, and matters of duty, not exclusively belonging to others. He must personally parade and inspect all guards, piquets, or other duties required. He will have charge of the Regimental Order Book, in which it will be his duty to see that all orders are properly entered, and publish them for the information of all concerned,

through the Captains of Companies. The staff to be notified also. He will keep a Duty Roster of the Officers of the Regiment, in which he will have entered in full the names and rank of the Officers according to seniority. He must make himself acquainted with the address of each Officer, notifying them of all Parades, Meetings, &c., &c., whenever required. In the performance of his very responsible duties he will have the assistance of the Serjeant Major of the Regiment, who will be immediately under his control, and subject to his orders, and who, as the Senior Non-Commissioned Officer of the Regiment, will exercise a general supervision over the other Non-Commissioned Officers, and will be answerable to the Adjutant for their general conduct and discipline.

7. *The Pay-Master* will act as Treasurer to the Regiment, and have charge of the Regimental Funds. To him must be paid all Fees, Subscriptions or Fines, for which the Officers are liable. He must keep a proper account of these, submitting the same for examination and audit at the Annual General Meeting of the Officers. The funds to be deposited in such manner as may be directed by the Finance Committee, who will control their expenditure. To assist him in the performance of his duties he will command the services of the Pay-Master Serjeant, who is placed immediately under his orders.

8. *The Surgeon*, or the Assistant, must be present at all Parades where firing with either Ball or Blank Cartridge takes place. The Hospital Serjeant is placed under his orders and will obey such instructions as he may have occasion to give.

9. *The Quarter Master* will take charge of all stores, or other public property, handed over to his charge. He will superintend the issue and delivery of such ammunition as may be required for Regimental purposes. Both the Quarter Master Serjeant and the Armourer Serjeant are placed under his orders, and will render him such assistance as he may from time to time require.

10. *Funds.* Each Officer on appointment will pay into the hands of the Pay Master, to be placed to the credit of the Regimental Funds, the sum of ten dollars. Each Officer shall pay an annual subscription according to the following scale, viz:

Lieutenant Colonel	$5
Major	4
Captain	3
Lieutenant	2
Ensign	1
Pay Master	3
Adjutant, according to rank.	
Surgeon	4
Assistant Surgeon	2
Quarter Master	2

Subscriptions to be paid Quarterly on the 31st March, 30th June, 30th September and 31st December.

Any Officer absent from a parade, or a meeting convened by proper authority, without valid reason, or leave previously obtained, will be fined in the sum of one dollar.

Non payment of subscriptions on the date fixed will subject those in default to a fine of 5 per cent per day on the amount due till paid.

Any Officer in arrears will be reported by the Pay Master at the Quarterly Meeting, and be dealt with as the case may require.

11. *Meetings* will be held Quarterly, on the First Monday in January, April, July and October, that one falling in January, to be the Annual Meeting. On or before these meetings all dues should be paid, Officers in default to be reported by the Pay Master before proceeding to business. The following will be the order of proceedings. Minutes of last meeting to be read and confirmed. Reports of Committees received. Notices of motions. General business.

12. *Special Meetings* may be called on a Requisition signed by three Captains, addressed to the Officer Commanding, specifying the object and nature of the subject for which the meeting is

desired, and to the discussion of which alone the meeting when called must confine itself. The Commanding Officer may at any time call the Officers together for the consideration of matters affecting the welfare of the Regiment.

The Adjutant to act as Secretary to all meetings, keeping the minutes thereof in the Regimental Book provided for this purpose. Officers always to appear in undress Uniform without Swords, at all meetings for Regimental purposes.

13. *Mess Dinner* will take place annually at such time as may be fixed at a meeting called for that purpose.

General Provisions.

1. Any person recommended for promotion or appointment in the Regiment will, previous to such recommendation, sign the Regimental Standing Orders and pay over to the Pay Master such Fee as may be required, producing for the information of the Commanding Officer Certificates to that effect from the Adjutant and Pay Master.

2. No Officer in command of a Company to call it out for any special parade or occasion, without having obtained proper authority for so doing.

3. An Annual General Inspection of the Arms, Accoutrements and Clothing of the Regiment will

take place at such time as may be fixed by the Commanding Officer. Officers Commanding Companies will be expected to produce all articles of public property issued for the service of their Companies at this inspection.

4. No alteration of the Standing Orders to take place without proper sanction. Nor can any such alteration be made, unless due notice has been given of the contemplated change, at the Quarterly Meeting immediately preceding that at which the change is sought to be effected.

5. Each Officer to be provided with a copy of the Standing Orders, by which he will be expected to govern himself in all matters connected with the Regiment.

Approved,

(Signed,) MONCK.

Quebec, 14th November, 1866.

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COPY OF A REPORT

Of a Committee of the Honorable the Executive Council, approved by His Excellency the Governor General in Council, on the 19th March, 1866.

The Committee have had under consideration a memorandum, dated 19th inst., from the Hon. the Minister of Militia, stating that a large number of Government Employes exist in the various Departments at the Seat of Government who do not form portion of any immediately available Militia Force; but that they are necessarily liable to Militia Service, and that were any of them ballotted for and enrolled they might be called out for duty to the detriment of the Public Service, in which they are engaged;

That it is desirable such gentlemen should render their *quota* of service in such a manner as will best tend to public defence without interfering with the performance of their civil duties.

That such can best be accomplished by the enrolment in Civil Service Volunteer Rifle Corps, of all Government Employes, between the ages of 18 and 45 years; and that to them may be entrusted when necessary the guard and care of the Public Buildings and the Archives, whilst they will at the

same time be enabled to continue their several official duties.

He therefore recommends that all Government Employes in the several Branches of the Public Service at the Seat of Government, and whether permanently or temporarily employed, be required forthwith to enrol themselves under the provisions of the 27 Vic. cap. 3, and that the Rolls be transmitted to him the Minister of Militia, with a view to the formation of Companies, to be, together with the existing Civil Service Rifles, organized in a Civil Service Volunteer Rifle Battalion, and that the Battalion be formed on the understanding, that neither it nor any Company of it, shall be called out for service away from the Seat of Government, unless they volunteer for that purpose, or in case of urgent necessity, of which necessity, Your Excellency will of course be the Judge, but that nothing herein shall be held to exclude any gentleman of the Civil Service over the age of 45, from joining, if he thinks proper.

He further recommends that the Deputy Heads of Departments be instructed to carry these arrangements immediately into effect.

The Committee advise that the recommendation of the Minister of Militia be approved and acted on, and that a copy of this Report when approved by

Your Excellency, be forthwith communicated by the Provincial Secretary to each Department of the Government.

Certified,

(Signed,) WM. H. LEE,
C. E. C.

COPY OF A REPORT

Of a Committee of the Honorable the Executive Council, approved by His Excellency the Governor General, on the 9th April, 1866.

The Committee have had under consideration the annexed memorandum, dated 29th March, 1866, from the Hon. the Minister of Militia, supplementary to his Report of the 19th of that month, respecting the formation of a Battalion, composed of the Civil Servants, and they respectfully report their concurrence in the several recommendations submitted in the said annexed memorandum, and advise that the same be approved and acted on, and

that the same be communicated to the different Departments of the Government, and the Legislature, by the Hon. the Provincial Secretary.

Certified,

(Signed) Wm. H. LEE,
C. E. C.

(Copy.)

The Undersigned begs leave to supplement his Report of the 19th March, for the organization of the Civil Servants, at Ottawa, into a Volunteer Corps, by the following recommendations.

1. That the formation as authorized by Order in Council of 19th March, of a Civil Service Rifle Battalion, be changed into that of a Civil Service Rifle Regiment.

2. That the Queen's Printer has, by letter of the 24th March, to Col. Powell, Deputy Adjutant General of Militia, offered the services of the men employed in his Establishment as a portion of the Civil Service Rifle Regiment, and that as it is of importance, that in all cases the Queen's Printer should have his full complement of men, to perform the duties of his office, and it would be extremely inconvenient that they should be drawn

away from the Seat of Government on service, the undersigned recommends that such offer be accepted on the same conditions of service as are imposed on the Civil Servants by the Order in Council.

3. That the Order in Council of 19th March, be communicated to the Speakers of the two Branches of the Legislature, and that they be invited to authorize the formation of the Parliamentary Officers and Servants into Corps, on the same terms as are now adopted under the Order in Council, for the Civil Service.

4. The undersigned is of opinion that it would tend to interfere with the performance of the Civil duties of the several employes if they were formed into Companies by Departments, as in such case when any one company was on duty, the business of the Department whence its members were drawn, would be stopped. He therefore recommends that a Regimental Roll be signed by the several Civil and Parliamentary Officers and Messengers and other servants, and the Queen's Printer's men, to effect the necessary organization required by law, and that the Commanding Officer of the Regiment shall proportionately distribute the men of each Department or Branch of the Civil or Parliamentary, or Queen's Printer's Offices, amongst the several companies to be formed. It will afterwards be in the power of the Commanding Officer to make such

transfers from one company to another, as he may think necessary.

5. He further recommends that the existing Civil Service Rifle Company, as at present constituted, should form No. 1 Company of the Regiment, but that the Commanding Officer be authorized to make any individual transfers necessary to equalize it with other Companies.

6. That the promotion of the Officers of the Regiment be in Regimental Seniority, and not by Company, and that the several Deputy Heads be requested to see that due attendance is given by the Members of the Corps on occasions of drill or parade, but so that no interference be thereby occasioned in the performance of their civil duties; and that any Employe hereafter appointed sign the Roll and report himself to the Commanding Officer, as a member of the Corps.

7. That the Civil Servants above the age of forty-five, not desirous of being in the Regiment, should be invited to form a Drill Association, and that they should be under the Command of Colonel T. D. Harington, according to the Militia General Order of 17th March, it being understood that no man under the age of forty-five is eligible for such an association.

(Signed) JOHN A. MACDONALD.

March, 29th 1866.

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